

CITY OF LINCOLN/LANCASTER COUNTY
CONTRACT AWARD NOTIFICATION
SPECIFICATION NO.06-139
ANNUAL REQUIREMENTS FOR
CLEANING SERVICES FOR WESTGATE OFFICE
AND SHOP (COUNTY ENGINEER)

DATE: June 13, 2006

CONTRACT PERIOD: July 1,2006 thru June 30,2007

CONTRACTOR: White Glove Janitorial, Inc.
4645 Birch Creek Drive
Lincoln, NE 68516

PURCHASING DIVISION
K-STREET COMPLEX
440 SOUTH 8TH STREET
LINCOLN, NEBRASKA 68508
(402) 441-7410

Company Representative: Gregg J. Roberts
Telephone No.: 402/420-5710
FAX No.: 402/420/5710
E-Mail Address: GRob848722@aol.com

THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

AS PER CONTRACT AND SPECIFICATIONS

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

Original Contract to: Contractor
Co. Clerk
County Engineer

CONTRACT DOCUMENTS

LANCASTER COUNTY

NEBRASKA

FOR

**CLEANING SERVICES
FOR
COUNTY ENGINEER**

SPECIFICATION #06-139

**WHITE GLOVE JANITORIAL
4645 Birch Creek Drive
Lincoln, NE 68516**

LANCASTER COUNTY, NEBRASKA CONTRACT AGREEMENT

THIS CONTRACT, made and entered into this ____ day of ____, 2006, by and between White Glove Janitorial, 4645 Birch Creek Drive, Lincoln, NE 68516 hereinafter called contractor, and the Lancaster County, Nebraska, hereinafter called the County.

WITNESS, that:

WHEREAS, the County has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Provide cleaning service for Lancaster County as per request for bid specification #06-139 (which is attached and made an integral part of this contract). Property to be cleaned is located at: 444 Cherrycreek Road, Building C and B (as described in the bid), Lincoln, NE .

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the County, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the County, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the offers submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's offer, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the County have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and such award being based on the acceptance by the County of the Contractor's offer, or part thereof, as follows: **Bid #06-139**

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

The County agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the County: **\$10,920.00 per year.**

1. Contractor shall be paid on a monthly basis on the 1st of the month in twelve equal installments of:

\$480.00 /mo. For the Administrative Office (Bldg. #C)

\$310.00 /mo. For the Shop Area (Bldg. #B)

\$120.00/mo. For the Weed Control Authority (Bldg. #B)

The Work included in this Contract shall begin by **July 1st, 2006**. The Work shall continue as specified for a period of twelve (12) consecutive months, to conclude **June 30, 2007.**

The County has the option to renew this agreement for cleaning services for two (2) additional one (1) year periods. Any offer to renew will be mutually determined at the conclusion of the initial contract term. All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process.

The Contract Documents comprise the Contract, and consist of the following:

1. The Instructions to Bidders
2. The Accepted Offer
3. The Contract Agreements
4. The Specifications and Cleaning Standards
5. The Insurance Provisions

These Contract Agreements, together with the other Contract Documents hereinabove mentioned, form this Contract, and the are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the County hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the contractor and the County do hereby execute this contract.

EXECUTION BY LANCASTER COUNTY, NEBRASKA

CONTRACT APPROVED AS TO FORM:

COUNTY OF LANCASTER, NEBRASKA

Lancaster County Attorney

Chairperson, Board of Commissioners

EXECUTION BY CONTRACTOR

IF A CORPORATION:

White Glove Janitorial, Inc.

Name of Corporation

ATTEST:

4645 Birch Creek Drive, Lincoln, NE

68516

Address

(SEAL)
Secretary

By: _____
Duly Authorized Official

Legal Title of Official

Company Name White Glove Sanitorial Inc

BID REQUEST SPECIFICATION #06-139

CLEANING SERVICE FOR COUNTY ENGINEER

BIDS DUE: 12:00 NOON
DATE: Wednesday, April 26, 2006

ADDENDA RECEIPT: The receipt of the addenda to the specification number ____ through ____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the labor, certificate of insurance, unemployment compensation, materials and equipment in strict accordance with the specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

1. Contractor's price proposal to provide cleaning services as specified for the period beginning:

1.1 Annual Bid (**July 1, 2006 through June 30, 2007**)

1.1.1 Administrative office (Bldg. #C): \$ 5760

1.1.2 Shop area (Bldg. #B): \$ 3720

1.1.3 Weed Control Authority (Bldg. #B) \$ 1440

TOTAL ANNUAL LUMP SUM OFFER: \$ 10920

CONTRACTOR TO BE PAID MONTHLY IN TWELVE EQUAL

INSTALLMENTS OF: \$ 480 /mo. Administrative office (Bldg. #C)
\$ 310 /mo. Shop area (Bldg. #B)
\$ 120 /mo. Weed Control area (Bldg. #B)

NOTE: total of these monthly installments times 12 should equal the "Lump Sum Offer listed above.

2. List three commercial references below:

2.1 Company Name: Allied Insurance
Address: 3401 Village Dr
City/State/Zip: Lincoln NE 68516
Contact Name: Brian Tekolsta
Phone Number: 419-7555 Fax Number: _____
Approx. Annual Contract Value: \$ 30,000 # of sq. ft. cleaned: 75,000
How long have you had this account/customer: 9 yrs

Company Name _____

2.2 Company Name: Hannigan Bjorkman Eklund CPA
Address: 5944 Vandervort Dr
City/State/Zip: Lincoln NE 68514
Contact Name: Kim
Phone Number: 423-4343 Fax Number: _____
Approx. Annual Contract Value: \$ 6000 # of sq. ft. cleaned: 7000
How long have you had this account/customer: 9 yrs

2.3 Company Name: P. Henger + Anderson Inc
Address: 5533 S. 27th
City/State/Zip: Lincoln NE 68512
Contact Name: Linda Anderson
Phone Number: 328-8800 Fax Number: _____
Approx. Annual Contract Value: \$ 2000 # of sq. ft. cleaned: 2500
How long have you had this account/customer: 10 yrs

2.4 List any contracts (either past or present) you have held with the City or County:
Railroad Maintenance
Lincoln Fire - Highlands Station
County Engineering

3. COMPANY BACKGROUND:

- 3.1 How long has your firm been performing commercial cleaning services? 11 yrs
- 3.2 How many full time employees does your firm have (working at least 36 hours/week)? 4
- 3.3 How many part time employees does your firm have? 4
- 3.4 Detail your arrival and departure schedule from our facility (indicating an estimate of daily, weekly and (if appropriate) any annual hours?)
Arrive at Shop at 4:30
Arrive at office at 5:30 finish by 7:30
- 3.5 Detail your process for resolution of complaints or customer concerns?
Customer contacts Gregg Roberts or leaves note
in Cleaning Log to relay to cleaners

4. The County intends to enter into a contract agreement with the successful bidder for a three (3) year period, as thirty-six (36) consecutive months. All pricing must remain firm for the first full twelve month period of the contract.

Do you agree? ☒ YES ☐ NO, _____

- 4.1 After the first 12 month period, prices may be adjusted only once annually based on current inflation and actual expenses generated from the service. The County must receive a 90 day notice, in writing of any increase in price.

Do you agree? ☒ YES ☐ NO, _____

5. The County is also interested in an option to renew for one (1) additional three (3) year period (offer to renew will be mutually determined at the conclusion of the initial contract). All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process.

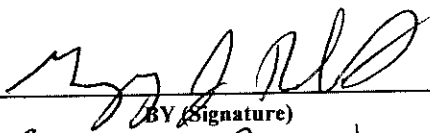
Will you consider the renewal offer, if extended by the County? ☒ YES ☐ NO

NOTE: RETURN 2 COMPLETE COPY OF BID OFFER AND SUPPORTING MATERIAL
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO. 06-139

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to Lancaster County, and to enter into a contract if this offer is accepted.

White Glove Janitorial Inc
COMPANY NAME
4645 Birch Creek Dr
STREET ADDRESS or P.O. BOX
Lincoln NE 68516
CITY, STATE ZIP CODE
402-420-5710
TELEPHONE NO.

FAX NO.


BY (Signature)
Gregg J Roberts
(Print Name)
President
(Title)
4/25/06
(Date)

Bids may be inspected in the Purchasing Division during normal business hours after tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: lincoln.ne.gov Keyword: Bid The Intent to Award will be listed on the website when a recommendation is received from the Department.